



City Hall Safety Committee Meeting

September 6, 2012

MINUTES

Meeting called to order at 1:20 PM by T. Drew

Present: Tom Stoffel, Todd Drew, Sue Nett, Vicki Lenz, Adam Alix

Excused: Kristi Heim, Pam Captain, Kate Clausing

A. Motion to approve minutes from August 2, 2012 made by V. Lenz and seconded by T. Stoffel - Motion carried.

B. Old Business

1. **MSDS Sheets** – Development of electronic MSDS database to be discussed with IT. Volunteers through the Health Department will be recruited to help enter / scan information.
2. **City Hall** – Recommendation to move employee information board to front of elevator in the basement at City Hall. A. Alix to check to see if the current board will fit in the space.
3. **Employee Information Board Placement** – T. Drew reported that the "Handicap Entrance in Front" was posted at the entrance to the City Hall parking lot.

C. New Business

1. **Monthly Safety Topic** "Safety Begins with "We The People" which covered the need for employees taking an active role in safety. Topic distributed for posting and discussed.
2. **Injury Review** – No injuries reported
3. **Library-in-Service** – S. Nett to conduct session at Library in service on completion of injury report forms. In service will be held on September 22, 2012.
4. **Building Walk-Thru Follow-up** – to be conducted in November.
5. **Additional new items** – T. Drew reported that due to K. Heim having difficulty attending meetings due to coverage problems; a replacement representative for 2nd floor will be approached. Update in October.

D. Training

1. **Safety Manual Training Intranet - update** T. Drew covered that the Safety Manual and review quiz is available on the intranet. All employees should review the revised manual and take quiz. An email will be

automatically sent to the Health Department after completion which will acknowledge the employees review of the manual.

2. **Hearing Protection Training Intranet – update** T. Drew to check list Primarily building maintenance employees.
3. **Additional Training items for discussion** – no additional training items discussed.

E. Motion to adjourn at 2:05 PM by A. Alix second V. Lenz. Meeting adjourned.